

CITY OF BURBANK



BOARDS COMMISSIONS COMMITTEES HANDBOOK

“A Guide for Community Volunteers”

Revised: April 2012

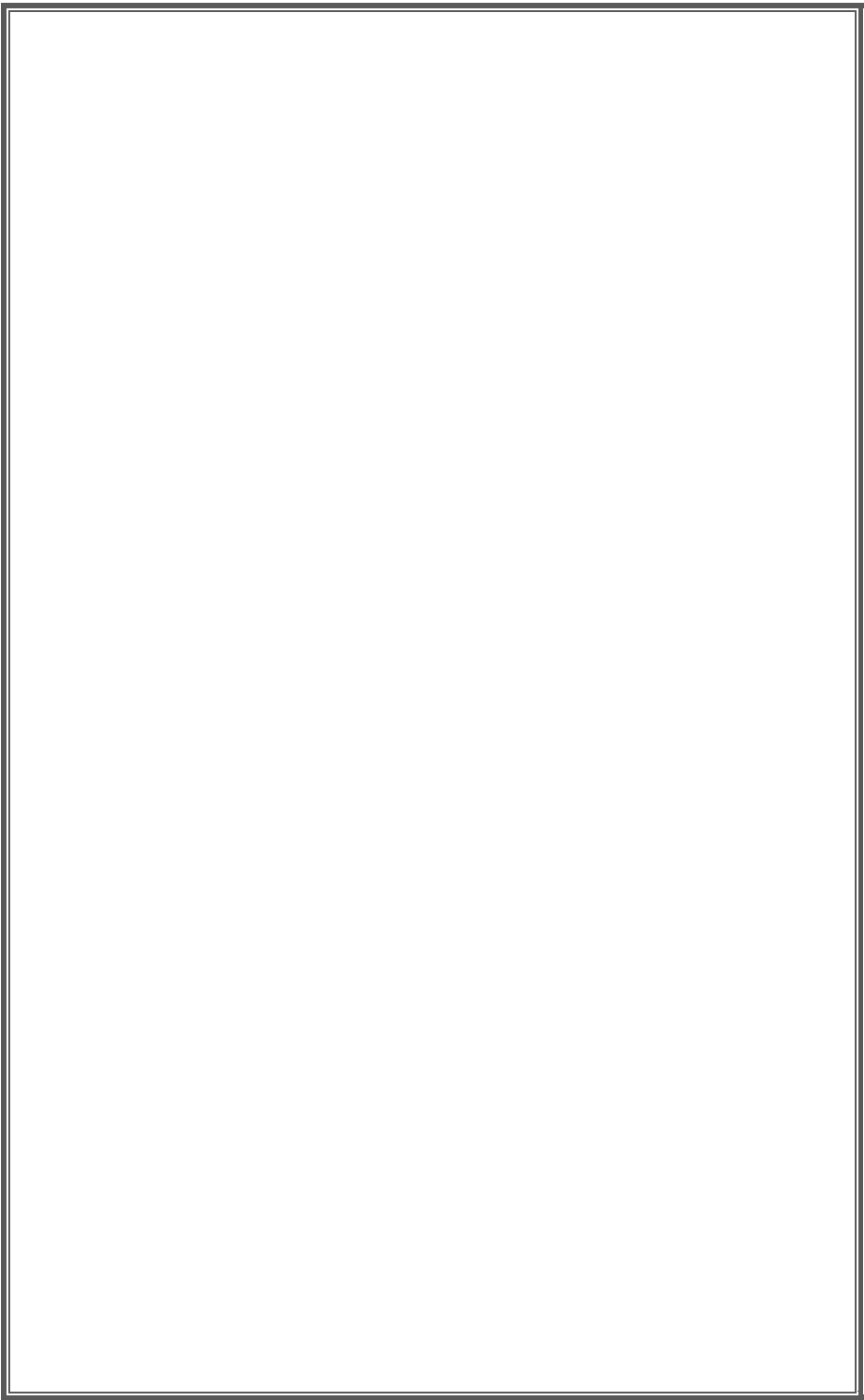


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INTRODUCTION

The City Council has established a number of Boards/Commissions/Committees to review City programs, projects and community issues. These groups provide greater community participation and input into local government and facilitate quality decisions by the City Council. This handbook, designed as an informational tool to assist interested citizens, presents a statement of purpose, policies, and guidelines outlining the role, operation, and responsibilities of City Boards/Commissions/Committees.

Most of these Boards/Commissions/Committees have been created by City Council adoption of an Ordinance (law) and are considered permanent. The City also has other committees which meet on an as-needed basis or annually for a specific purpose, and are referenced to as ad hoc committees. A list of the City's ad hoc committees is included on Page 15.

STRUCTURE

Boards, commissions and committees provide input to the City Council thereby opening additional lines of communication between the general public and the City Council. Such groups help assure that City government is responsive to citizens. Each board/commission/committee has the opportunity to present suggestions and make recommendations to the City Council; however, they do not determine or establish City policy or administrative direction.

Boards/Commissions/Committees benefits include:

- ✓ Focusing attention on specific issue areas
- ✓ Encouraging citizen participation
- ✓ Providing a viewpoint from the community
- ✓ Making recommendations based on thorough and in-depth analysis of alternatives from a citizen's perspective

Application Requirements

The State legislature adopted the Maddy Local Appointive List Act (Act) of 1975 which added Government Code 54970 et seq. to deal with vacancies and appointments of citizens to public boards, commissions and committees. The Act provides that an appointment list be prepared each year noting the members serving, appointment and expiration dates, and qualifications, if any, for the positions. The City of Burbank is in compliance with the Act. (This list is available in the City Clerk's Office and on the webpage at [www.BurbankUSA.com/cityclerk/boards, commissions and committees](http://www.BurbankUSA.com/cityclerk/boards,commissionsandcommittees).)

Whenever a board/commission/committee vacancy occurs, a notice is posted in the City Clerk's Office, the City's Web Page, Channel 6 Scroll, and through press releases that are distributed to the local newspapers.

The City Council asks that all applicants thoroughly complete the application. The application allows each applicant to apply for two positions, in priority order, should they desire. All appointments are made by the City Council at regular meetings and all applicants are notified by mail as soon as a decision has been made. In the event an applicant is not selected, the application will remain on file for one year for consideration in filling future vacancies, should any occur.

For the majority of the boards/commissions/committees, no person is eligible to serve unless he/she is an elector of, and actually resides in the City.

When an applicant has been appointed to a board/commission/committee by the City Council, the applicant will be asked to come to the City Clerk's Office to take the Oath of Office.

Several boards/commissions/committees are also required to file the Statement of Economic Interests or Form 700. (See Pages 6 to 8).



CITY OF BURBANK

APPLICATION FOR APPOINTMENT TO CITY BOARD, COMMISSION OR COMMITTEE

Name of Board, Commission or Committee

Mr./Ms./Mrs.

Name* _____
(Last) (First) (Middle)

Residence* _____
Address _____ Phone:* Res. _____

_____ Zip Code _____ *Work Phone _____

Resident of Burbank for _____ Years Burbank Registered Voter: Yes _____ No _____

* Fax No. _____ * E-Mail Address: _____

**If appointed, information marked with a single asterisk will be published in the Board/Commission/Committee Appointments List, which is a public document, unless applicant specifically requests otherwise.*

****Pursuant to BMC Sec. 2-1-407 no person shall be eligible to be a member of any Board, Commission, or Committee established by the Burbank Municipal Code unless he/she is an elector of, and actually lives in the City.**

Education:

SCHOOL	MAJOR	GRADUATION DATE & DEGREE

Additional Pertinent Courses or Training: _____

Other Pertinent Skills, Experience or Interests: _____

Employment Information:

Present Occupation: _____

Name of Firm: _____

Address: _____

Telephone: _____

Specify current or prior service on a City Board, Commission or Committee: _____

APPLICANT'S NAME: _____

List community activities in which you are involved: _____

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment? YES _____ NO _____

If you answer yes, on a separate sheet of paper explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

Convictions:

Conviction of a felony or misdemeanor will not necessarily result in automatic disqualification of the position to which you have volunteered. However, failure to give complete and accurate information may be grounds for rejection of your application or removal from office. The City of Burbank may consider the nature, date, and circumstances of the offense for which you were convicted as well as whether the offense is relevant to the duties of the Board, Commission, or Committee to which you are applying.

As an adult (age 18 or over) and within the last ten years, have you ever been convicted (including a plea of guilty or no contest which resulted in a criminal conviction), placed on probation (either formal or court probation), placed on parole, forfeited bail, or paid a fine for a violation of any law except for any infraction, including traffic infractions? (DO NOT include any misdemeanor convictions for marijuana-related offenses that are more than two years old, misdemeanor convictions that have been expunged, or any convictions that were dismissed after completion of a diversion program.)

_____ Yes _____ No

Within the last ten years were you required to register under the provisions of the Sex Offender Registration Act (Penal Code § 290, et. seq.)?

_____ Yes _____ No

If you answer yes to either question, please describe the type of offense, date, place and sentence or fine imposed on a separate page of paper.

Are you currently on bail or released on your own recognizance for a misdemeanor or felony case that is pending trial?

_____ Yes _____ No

If you answer yes, on a separate page of paper please describe the type of offense and date that the matter has been set for trial.

If you answered yes to any of the above questions on convictions, please schedule an appointment with Live Scan (818.238.5340) to submit fingerprints for criminal history verification.

CONFLICT OF INTEREST

The Political Reform Act, enacted by referendum in 1974, requires financial disclosure of interests by certain individuals in decision-making positions within State and local government. One legal requirement is that each local entity, (such as cities, counties, districts), enact a Conflict of Interest Code, a set of rules for such disclosure. The first Conflict of Interest Code was approved by the Burbank City Council on March 29, 1977. The purpose was threefold:

- To require public disclosure of financial interests which may affect the actions of people in decision-making positions or positions where those people can influence decisions;
- To require people in decision-making positions to avoid participating in actions where a financial interest may be affected; and,
- To make such rules public.

Statements of Economic Interests must be filed within 30 days of taking office and by April 1st of each year covering January through December of the prior calendar year. **Committees required to file Statements of Economic Interests include the Arts in Public Places Committee, Board of Building and Fire Code Appeals, Board of Library Trustees, Burbank Water and Power Board, Heritage Commission, Landlord-Tenant Commission, Park, Recreation and Community Services Board, Planning Board, Senior Citizen Board, Traffic Commission, and Transportation Committee.**

When a matter in which members have a direct or indirect financial interest comes before a designated board, commission or committee, members must recuse themselves from participating in deliberation and state the reason for their refusal. The member should leave the meeting room and return only upon conclusion of the matter. If there is any doubt as to whether to abstain, the member should contact the City Attorney's Office for guidance.

CONFLICTS OF INTEREST.

Burbank Municipal Code Sec. 2-1-1601, 2-1-1602 and 2-1-1604.

2-1-1601: PURPOSE; ADOPTION OF STANDARD CODE:

A. PURPOSE: The purpose of the Political Reform Act (California Government Code Sections 81000, et seq.) and this Conflict of Interest Code is to ensure that no public official shall make, participate in making or

in any way attempt to use his or her official position to influence a governmental decision in which he or she knows or has reason to know he or she has a financial interest. Section 18730 of Title 2, Division 6 of the California Code of Regulations, authorizes a City to adopt and promulgate a conflict of interest code by incorporating by reference the provisions of Section 18730, along with a designation of employees and formulation of disclosure categories in an Appendix attached and incorporated herein.

B. ADOPTION OF CONFLICT OF INTEREST CODE: The City of Burbank hereby incorporates the provisions of Section 18730 of the California Code of Regulations, and as amended, along with the Designation of Positions and Disclosure Categories attached hereto as Appendix "A" (see end of article), as and for its Conflict of Interest Code. The provisions of this Code shall be in addition to the requirements of Government Code Section 81000, all regulations promulgated in accordance therewith, and all other applicable laws pertaining to conflicts of interest, as presently written or as later amended, all of which are incorporated by reference herein. [Added by Ord. No. 3121, eff. 8/20/88. Amended by Ord. No. 3715, eff. 3/27/07; 3516.]

2-1-1602: DESIGNATED EMPLOYEES:

APPENDIX For the purpose of this article, the Appendix "A" shall contain a list of those employees and board and commission member positions (established by Title 2 of the Burbank Municipal Code) who are determined to make, or participate in the making of decisions which may foreseeably have a material effect on a financial interest of the individuals holding those positions, and who may have interests which fall within the disclosure categories set forth in Government Code Sections 87200 - 87210 and related regulations promulgated by the Fair Political Practices Commission.

These shall all be referred to herein as the "Designated Positions". Each designated position shall file statements ("disclosure statements") disclosing their economic interests in accordance with Government Code Section 81000 et seq., all related regulations as promulgated by the Fair Political Practices Commission, and within the disclosure categories set forth in the Appendix.

ELECTED AND APPOINTED OFFICIALS.

Government Code Sections 87200 - 87210 require that City Council Member, Planning Board Members, City Manager, City Attorney and City Treasurer, and other public officials who manage public investments and candidates for any of these offices at any election comply with the provisions

of the Political Reform Act relating to the filing of Statements of Economic Interest. All such positions shall also be deemed "Designated Positions" as defined herein. [Added by Ord. No. 3121, eff. 8/20/88; Amended by Ord. No. 3793, eff. 10/22/10; 3753, 3715.]

APPENDIX A TO BMC SECTION 2-1-1602

Title	Disclosure Category Schedules A-1, A-2, C	Disclosure Category Schedule B	Disclosure Category D and E
BOARDS AND COMMISSIONS			
ART IN PUBLIC PLACES COMMITTEE	√	√	√
BOARD OF BUILDING & FIRE CODE APPEALS	√	√	√
BOARD OF LIBRARY TRUSTEES		√	√
BURBANK WATER AND POWER BOARD	√	√	√
HERITAGE COMMISSION		√	√
LANDLORD-TENANT COMMISSION	√		√
PARK, REC & COMMUNITY SVS BOARD	√	√	√
PLANNING BOARD	√	√	√
TRAFFIC COMMISSION	√	√	√
TRANSPORTATION COMMISSION	√	√	√
SENIOR CITIZEN BOARD		√	√

2-1-1604: STATEMENTS OF ECONOMIC INTERESTS:

One original copy of each statement of economic interests required to be filed by this article shall be filed with the City Clerk. [Added by Ord. No. 3121, eff. 8/20/88.]

THE CITIZEN'S ROLE AND AUTHORITY

City boards, commissions and committees have a primary role of advising the City Council in the determination of City policies and procedures. Boards/commissions/committees facilitate public participation.

City boards/commissions/committees are not involved in the administration or operation of City departments. Boards/commissions/committee members may not direct administrative staff to initiate programs, conduct major studies or establish official policy without the approval of the City Council. City staff members are available to provide general staff assistance to boards/commissions/committees.

Despite boards/commissions/committees differing tasks, all share some basic responsibilities. Members need to stay informed on subjects of interest to the specific board/commission/committee on which they serve. Conscientious attendance is also a fundamental responsibility, as irregular attendance lessens one's ability to study all aspects of items under consideration.

ATTENDANCE POLICY

On September 9, 1997, the City Council adopted Ordinance No. 3472, which implemented the following attendance policy for board/commission/committee members.

In the event a member of a board/commission/committee is absent for three consecutive regularly-scheduled meetings of the board/commission/committee to which he/she has been appointed, or who fails to attend at least 75 percent of the regularly-scheduled meetings during a 12-month period, which commences on the date of the appointment of the individual member to office, the attendance record of such member shall be reviewed by the board/commission/committee to which the member was appointed. The board/commission/committee shall consider the reasons for the absences with the member and make a determination whether the absences should be excused or unexcused by the City Council. The report and recommendation shall be transmitted to the City Clerk who shall agendize the matter for City Council consideration. The City Council shall take appropriate action including, but not limited to, excusing the absences, removing the member, or such other action as the Council deems appropriate.

City staff assigned to assist any board/commission/committee shall notify the chair of any member who fails to attend two consecutive regular scheduled meetings or who has failed to attend 50 percent of the regularly-scheduled meetings in the last quarter. If the chair is the member in question, the notification shall be made to the vice-chair. The chair or vice-chair shall counsel the member in writing regarding his/her attendance, a copy of which shall be provided to the City Clerk.

GUIDELINES FOR CITIZEN MEMBERS

Work to establish a good relationship with other board/commission/committee members. The success or failure of committee efforts may be dependent upon the degree of cooperation evident among the individual members of the body.

Each member should keep in mind these important points:

- Show respect for another's viewpoint.
- Allow others adequate time to fully present their views.
- Be open and honest.
- Make new members welcome and help them become acquainted with their duties.
- Strive to minimize political opinion among members.

LIST OF BOARDS/COMMISSIONS/COMMITTEES ESTABLISHED BY THE BURBANK MUNICIPAL CODE

Art in Public Places Committee	On call. Community Services Bldg. 150 N. Third St., 3rd Floor., # 301
Board of Building and Fire Code Appeals	On call, City Council Chamber, 275 E. Olive Avenue
Board of Library Trustees	Meets 2 nd Wednesday - 5:30 p.m., Central Library Auditorium, 110 N. Glenoaks Blvd.
Burbank Water and Power Board	Meets 1 st Thursday - 5:00 p.m., 164 W. Magnolia Boulevard BWP 3 rd Floor Board Room
Civic Pride Committee	Meets 4 th Monday - 5:30 p.m., Community Services Bldg., 150 N. Third Street, Room 101
Civil Service Board	Meets 1 st Wednesday - 4:30 p.m., City Council Chamber, 275 E. Olive
Heritage Commission	Meets 1 st Thursday - 5:30 p.m., Community Services Bldg., 150 N. Third Street, Room 104
Landlord-Tenant Commission	Meets 1 st Monday - 7:00 p.m., Community Services Bldg., 150 N. Third Street, Room 104
Park, Recreation and Community Services Board (meetings televised)	Meets 2 nd Thursday - 6:00 p.m., City Council Chamber, 275 E. Olive Avenue
Planning Board (meetings televised)	Meets 2 nd & 4 th Monday - 6:00 p.m., City Council Chamber, 275 E. Olive
Police Commission	Meets 3 rd Wednesday – 6:00 p.m., City Council Chamber, 275 E. Olive
Senior Citizen Board	Meets 4 th Wednesday - 1:00 p.m., Joslyn Center, 1301 W. Olive Ave.
Traffic Commission	Meets 4 th Thursday - 4:00 p.m., City Council Chamber, 275 E. Olive Avenue
Transportation Commission	Meets 3 rd Monday - 5:00 p.m., Community Services Bldg., 150 N. Third Street, Room 202
Youth Board	Meets 1 st Wednesday - 6:30 p.m., Community Services Bldg., 150 N. Third Street, Room 104

OTHER BOARDS/COMMISSIONS/COMMITTEES

Burbank-Glendale-Pasadena Airport Authority	Meets 1 st and 3 rd Monday - 9:00 a.m. at the Airport, 2627 N. Hollywood Way in the Sky Room
Burbank Cultural Arts Commission	Meets 2 nd Wednesday – 9:00 a.m. at Community Services Blvd., 150 N. Third, Room 104
Burbank Housing Corporation	Meets 4 th Tuesday of every other month-6:00p.m.Police Headquarters Community Room, 200 N. Third Street
Child Care Committee	Meets 2 nd Tuesday - 12:00 p.m., Community Services Bldg., 150 N. Third Street, Room 301
Community Development Goals Committee	On call
Downtown Partnership Inc., (Property-Based Business Improvement District)	Meets 1 st Thursday - 9:00 a.m., Community Services Building, 150 N. Third Street, Room 202
Greater Los Angeles Vector Control District	Meets 2 nd Thursday - 7:00 p.m., District's headquarters, 12545 Florence Ave., Santa Fe Springs
Magnolia Park Community Advisory Committee	Meets 3 rd Thursday - 6:30 pm, Community Services Building, 150 N. Third Street, Room 101
Magnolia Park Property-Based Business Improvement District Board	Meets 2 nd Thursday - 9:15 a.m., Burbank Community Federal Credit Union, 3000 W. Magnolia Blvd.
Metropolitan Water District Board	Meets 2 nd Tuesday - 12:00 p.m., District's Headquarters, 700 N. Alameda St., Los Angeles
Santa Monica Mountains Conservancy Advisory Committee	Meets once a month, date, time and place determined by the Conservancy Board
Sustainable Burbank Commission	Meets 3 rd Monday – 4:30 p.m., Police/Fire Facility Community Room, 200 N. Third Street

DEPARTMENTAL SUMMARY OF DUTIES AND RESPONSIBILITIES

ART IN PUBLIC PLACES COMMITTEE

MISSION STATEMENT:

To provide assistance for continuing maintenance on existing public art and to provide support to other proposed projects which might be under funded; to encourage additional public support for art projects through the promotion of matching funds programs and to utilize funds to develop projects that provide a positive significant impact on the community.

Sec. 2-1-422. Art in Public Places Committee.

A. COMPOSITION OF BOARD: The Art in Public Places Committee shall consist of seven (7) members. One Planning Board Member chosen by a majority of that Board; one Park, Recreation and Community Services Board Member chosen by a majority of that Board; and five at large members chosen by the City Council pursuant to Section 2-1-404, one of whom shall be chosen from the business community following a recommendation by the Chamber of Commerce; one from the residential community; and one member selected at large. The Park, Recreation and Community Services Director or his/her designee shall serve as secretary to the Committee. The Committee shall have further staff representation from the Park, Recreation and Community Services Director or its designee.

B. POWERS AND DUTIES OF THE COMMITTEE: The Art in Public Places Committee shall hold a public meeting as needed to review proposed art plans and its powers shall be limited to finding compliance with Subsections (d) (e) of Section 10-1-1114 of this Code. In no way shall this Committee rule upon artistic content when considering art plans. Additionally, the Committee shall recommend to the City Council expenditures of the Art in Public Places Fund, including but not limited to art projects for public buildings or on public grounds. Special meetings may be called by the chair or any two other members of the Committee. A majority of the members of the Committee shall constitute a quorum for the transaction of business.

C. TERM: Committee members shall be appointed for a four-year term, and the commencement of such terms shall be staggered in keeping with the purpose and intent of Section 2-1-401(a). Additionally, should the representative from the Planning Board or the Park, Recreation and Community Services Board vacate its respective board position, his/her position on the Art in Public Places Committee shall terminate automatically. [Added by Ord. No. 3290. Amended by Ord. No. 3698, eff. 8/8/06; 3472.]

DEPARTMENTAL SUMMARY OF DUTIES AND RESPONSIBILITIES

BOARD OF BUILDING AND FIRE CODE APPEALS

Sec. 2-1-414. Board of Building and Fire Code Appeals.

A. ESTABLISHMENT AND COMPOSITION OF BOARD; QUALIFICATIONS:

There is hereby created a Board of Building and Fire Code Appeals consisting of five (5) members qualified by experience and training to pass upon matters pertaining to building construction and fire prevention.

B. SECRETARY OF THE BOARD:

The Board shall have two (2) secretaries. The Assistant Public Works Director-Building Official shall serve as Secretary to the Board with respect to appeals from the Building Code. The Fire Chief shall serve as Secretary to the Board with respect to appeals from the Fire Code. Neither shall be a member of the Board nor vote on any appeal but may be present during the Board's deliberations and may participate in all debates and discussions.

C. POWERS AND DUTIES OF BOARD:

The Board of Building and Fire Code Appeals shall have the following powers and duties:

1. To hear and determine appeals from decisions of the Assistant Community Development Director-Building Official regarding the suitability of alternative materials and types of construction required by the Building Code and interpretations of the Building Code;

2. To hear and determine appeals from any decision, order or notice signed or renewed by the Fire Marshal regarding the suitability of alternate materials, methods of construction, or operation under the Fire Code and interpretations of the Fire Code;

3. To prepare and recommend for adoption by the Council, rules and regulations for the conduct of its hearings and investigations;

4. To recommend for adoption by the Council, a schedule of fees for appeals to the Board; and,

5. To recommend to the Council, amendments to the Building Code or Fire Code. [Formerly numbered Section 2-56; renumbered by Ord. No. 3058, eff. 2/21/87; Amended by Ord. No. 3733, eff. 12/21/07.]

DEPARTMENTAL SUMMARY OF DUTIES AND RESPONSIBILITIES

BOARD OF LIBRARY TRUSTEES

MISSION STATEMENT:

The mission of the Board of Library Trustees is to work with staff in an advisory capacity to ensure the optimum operation in the entire Burbank Library System, to represent the community concerns and suggestions to the library staff, to act as liaison between the Library and the City Council, and at all times to represent and promote the Library and all of its undertakings.

Sec. 2-1-409. Board of Library Trustees.

A. COMPOSITION OF BOARD: The Board of Library Trustees shall consist of seven (7) members.

B. LIAISON WITH COUNCIL: The Mayor shall designate a member of the Council to meet with the Board of Library Trustees but such Council member shall not be a member of the board.

C. POWERS AND DUTIES OF THE BOARD: The Board of Library Trustees shall have the following powers and duties:

1. To initiate studies, investigations and surveys in the general field of public libraries and report its findings and recommendations to the Council.

2. To prepare and recommend, for adoption by the Council, rules and regulations for the maintenance and improvement of the public libraries of the City.

3. To recommend to the Council the acquisition of library sites by the City.

4. To act in an advisory capacity to the Council in all matters pertaining to the public libraries of the City. [Formerly numbered Section 2-51. Amended by Ord. No. 3674, eff. 7/30/05; 3472, 3058.]

DEPARTMENTAL SUMMARY OF DUTIES AND RESPONSIBILITIES

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

The Burbank-Glendale-Pasadena Airport Authority was established by a Joint Exercise of Powers Agreement with Glendale and Pasadena in 1977 which created an Agency known as the Burbank-Glendale-Pasadena Airport Authority.

There are three Burbank representatives appointed by the Council. The cities of Glendale and Pasadena also appoint three representatives each.

DEPARTMENTAL SUMMARY OF DUTIES AND RESPONSIBILITIES

BURBANK HOUSING CORPORATION

The Burbank Housing Corporation was established by Redevelopment Agency Resolution No.R-1878 to improve and preserve the affordable housing inventory in the City of Burbank and to provide community assistance and services within the Focus Neighborhoods in the City. The Corporation is a non-profit organization with a Board of Directors comprised of nine members. Two Board Members are appointed by the Redevelopment Agency Board and the remaining seven members comprise of one representative each from the Burbank Association of Realtors, Burbank Chamber of Commerce, Wesley Senior Homes, the Burbank Ministerial Association and the Advisory Council on Disabilities. In addition, the Board has two representatives who are residents of an affordable housing development managed by the Burbank Housing Corporation. The Board receives no compensation.

DEPARTMENTAL SUMMARY OF DUTIES AND RESPONSIBILITIES

DOWNTOWN PROPERTY-BASED BUSINESS IMPROVEMENT DISTRICT

As part of the City and Redevelopment Agency's efforts to improve Downtown, a Property-Based Improvement District (P-BID) was formed July 22, 2003 by Resolution No. 26,495 to fund a variety of improvements in partnership with Downtown Burbank property owners. The District boundaries are Burbank Boulevard to the north, Glenoaks Boulevard to the east, Verdugo Avenue to the south and the Interstate 5 freeway to the west. In addition, it includes the area known as the Downtown Burbank Station. A Management District Plan was developed outlining the major components of the P-BID, including: the boundaries; the service plan and budget; the assessment formula; and, the governance of the organization. The service plan specifically outlined the proposed improvements and services including capital improvements, maintenance and security, promotions, advertising, special events and administration. The City Council appointed the first Board of Directors for the organization now known as the Downtown Burbank Partnership, Inc. to oversee and facilitate these projects. Membership consists of eleven individuals, representing large and small property owners, the Village District, the City and Redevelopment Agency, the Media City Center, IKEA, small business owners, residents and nonprofit organizations in the Downtown area. The Downtown Burbank P-BID was a five-year program expiring in December 2008.

On July 29, 2008, The Council passed Resolution No 27,745 renewing the P-BID for an additional five-year period.

DEPARTMENTAL SUMMARY OF DUTIES AND RESPONSIBILITIES

CHILD CARE COMMITTEE

The Child Care Committee was established by the City Council on April 12, 1988. Upon adoption of the Child Care Master Plan in 1991, the Committee became a regular Council-appointed committee. The Child Care Committee has no predetermined number of members or a requirement for members to be Burbank residents. Since the committees' conception in 1988, the number of committee members has ranged from the mid twenties to the current level of fourteen. The number of residents and non-residents has varied from year to year. The goals of the Burbank Child Care Committee are to serve as a resource, identify child care needs, and promote the availability of safe, high-quality, accessible, and affordable child care in Burbank, both to residents and commuting employees. The current Child Care Committee By-Laws govern the manner in which members are selected and appointed to the committee; however, they do not specify any requirement that members be Burbank residents. Each fall, the City Clerk's Office solicits and accepts applications for the Child Care Committee. Pursuant to the By-Laws of the Burbank Child Care Committee, applicants are reviewed and appointments to the Committee are recommended to the Council for approval. Appointments are for a one-year term and the final decision on appointments rests with the Council.

DEPARTMENTAL SUMMARY OF DUTIES AND RESPONSIBILITIES

CIVIC PRIDE COMMITTEE

MISSION STATEMENT:

It is the mission of the Civic Pride Committee, as representatives of the City Council, to encourage civic pride in being a resident or business in the City of Burbank. The committee also recognizes the high quality of life and services in our City by initiating and supporting events that educate and involve the community, thereby fostering a positive public image of the City of Burbank.

Sec. 2-1-423. Burbank Civic Pride Committee.

A. ESTABLISHMENT AND COMPOSITION OF COMMITTEE: There is hereby created a Burbank Civic Pride Committee consisting of eleven (11) residents of the City. Each year the City Council shall alternate between appointing five (5) and six (6) members for a total membership of eleven (11), following the procedures outlined in Section 2-1-404 of this article.

B. POWERS AND DUTIES OF COMMITTEE: The Burbank Civic Pride Committee shall serve as an advisory committee to the Council. The purpose and function of the Committee shall be to devise and recommend ways in which to promote and project a positive and favorable public image of the City of Burbank through both public and private promotion campaigns and techniques and to perform such other advisory functions as may be delegated to it by the provision of the Code or other action of the Council.

1. Mission Statement: It is the mission of the Civic Pride Committee, as representatives of the City Council, to encourage civic pride in being a resident or business in the City of Burbank. The Committee also recognizes the high quality of life and services in our City by initiating and supporting events that educate and involve the community, thereby fostering a positive public image of the City of Burbank.

C. MEETINGS; QUORUM: The Burbank Civic Pride Committee shall meet on call at the request of the Chair or any six (6) members of the Committee when there is sufficient business warranting that the Committee convene. Written notice of such meeting shall be given at least five (5) days prior to the meeting to each member and any other appropriate individual, pursuant to the terms and provisions contained in Government Code Section 54956.[Added by Ord. No. 3119, 3428. Amended by Ord. No. 3674.]

DEPARTMENTAL SUMMARY OF DUTIES AND RESPONSIBILITIES

CIVIL SERVICE BOARD

Sec. 2-1-504. Civil Service Board.

A. COMPOSITION OF BOARD: The Civil Service Board shall consist of five (5) members.

B. VACANCIES ON THE BOARD: Vacancies on the Board from whatever cause, shall be filled by appointment by the Council for the unexpired term. Each member of the Board shall serve until his successor is appointed and qualified.

C. REMOVAL OF BOARD MEMBERS: A three-fifths vote of all the Council members shall be required to remove any member of the Board from office prior to the expiration of his term of office. [Formerly numbered Section 2-61; renumbered by Ord. No. 3058, eff. 2/21/87.]

DEPARTMENTAL SUMMARY OF DUTIES AND RESPONSIBILITIES

COMMUNITY DEVELOPMENT GOALS COMMITTEE

The committee functions as the liaison entity between the City (Community Development Department) and the public (Burbank residents) on matters relevant to the United States Department of Housing and Urban Development (HUD). This role includes Committee participation in, review of, and recommendations concerning consultations, planning, policy and procedural matters, funding applications and entitlement grants, public meetings and hearings, performance analysis, and other Federal requirements.

The Committee meets on call three to six times annually as needed in conformance with the above listed obligations. The Committee consists of nine members appointed by Council.

DEPARTMENTAL SUMMARY OF DUTIES AND RESPONSIBILITIES

HERITAGE COMMISSION

Sec. 2-1-420. Heritage Commission.

A. ESTABLISHMENT AND COMPOSITION OF COMMISSION: There is hereby created a Heritage Commission consisting of five (5) residents of the City. The Commission shall be composed of members with a demonstrated interest, competence, or knowledge in historic preservation. To the extent possible, at least two (2) members should have professional backgrounds in a discipline related to historic preservation. In case of the absence of the chair, the members present at any meeting shall select one (1) of their members to act as chair pro tempore.

B. POWERS AND DUTIES OF COMMISSION: The Heritage Commission shall have the following powers and duties:

Powers: The Commission shall serve as an advisory committee to the Council. The powers of the Commission shall be as follows:

- 1) Review all applications for approval of Designated Historic Resources and make a recommendation to the City Council for the approval, denial, or modification to the application;
- 2) Review the City's criteria for Designated Historic Resources and make recommendations to the City Council for changes to the designation criteria or procedures, as appropriate;
- 3) Review and make decisions on all applications for Permits to Alter Designated Historic Resources;
- 4) Review ongoing maintenance requirements for Designated Historic Resources;
- 5) Nominate historic resources for listing and/or designation at the state or federal level;
- 6) Review and make recommendations to the City Council on all regulations and policies related to historic preservation including but not limited to: General Plan amendments, Specific Plans, and Zoning Ordinance amendments;

- 7) Review and make recommendations on environmental documents for projects that have the potential to cause a significant adverse impact on Designated or Eligible Historic Resources; and
- 8) Perform any other functions as directed by the City Council.

Duties: Provide oversight and direction to City staff in the following matters:

- 1) Maintain a list of Designated Historic Resources;
- 2) Maintain a list of Eligible Historic Resources;
- 3) Conduct surveys of Eligible Historic Resources;
- 4) Establish policies and programs that educate the community about Burbank's unique character and heritage;
- 5) Establish policies and programs for the recognition, protection, and use of eligible and designated historical resources;
- 6) Establish and promote preservation incentive programs to assist with the preservation and maintenance of historical resources, including but not limited to: rehabilitation loan programs, architectural consultation services, state and federal grant programs, or property tax abatement programs; and
- 7) Identify grants and other funding opportunities to assist with the identification, preservation, and maintenance of historical resources.

C. MEETINGS; QUORUM: The Heritage Commission shall meet on call at the request of the chairperson or the Community Development Director when there is sufficient business warranting that the Commission convene. Written notice of such meeting shall be given at least five (5) days prior to the meeting to each member and any other appropriate individual, pursuant to the terms and provisions contained in Government Code Section 54956. The Community Development Department shall provide staff support to the Commission to the extent approved by the Council through the budget process but in no way shall the Commission nor any member thereof incur any financial liability in the name of the City.

D. APPEAL OF HERITAGE COMMISSION DECISION: Any final decision of the Commission which is otherwise not automatically heard by Council may be appealed in accordance with Section 2-1-1501 et seq. of this code. All officers, divisions and division heads of the City shall cooperate and render all reasonable and necessary assistance to the Heritage Commission. [Added by Ord. No. 3381; eff. 10/15/94; Formerly numbered Section 2-419.1; Renumbered by Ord. No. 3472, eff. 10/18/97; Amended by Ord. No. 3812, eff. 6/24/11; 3696.]

DEPARTMENTAL SUMMARY OF DUTIES AND RESPONSIBILITIES

LANDLORD-TENANT COMMISSION

Sec. 2-1-417. Landlord-Tenant Commission.

A. ESTABLISHMENT AND COMPOSITION OF THE COMMISSION:

There is hereby created a Landlord-Tenant Commission consisting of five (5) members.

B. SECRETARY OF THE COMMISSION: The Housing and Grants Administrator shall serve as Secretary to the Commission. The Secretary of the Commission shall not be a member of the Commission nor vote on any matters coming before it, but such Secretary may be present during the Commission's deliberations and may participate in all debates and discussions.

C. POWERS AND DUTIES OF THE COMMISSION: The Landlord-Tenant Commission shall have the following powers and duties:

1. To recommend to the Council rules, regulations, and guidelines for rent increases;
2. To mediate rent adjustment disputes between landlords and tenants;
3. To receive complaints pertaining to rent adjustments which exceed the guidelines established by the Council;
4. To serve as a medium through which landlords and tenants may exchange information, coordinate programs, and engage in joint endeavors concerning landlord-tenant relations;
5. To become familiar with landlord-tenant developments in other communities;
6. Provide tenant referrals to appropriate public and private agencies;
7. To perform such advisory functions as are delegated to it by the provisions of this code or other action of the Council.

D. MEETINGS; QUORUM: The Landlord-Tenant Commission shall hold a regular meeting at least once a month in the City Hall at a time to be designated by the Commission. Special meetings may be called by the Chairperson or three (3) members of the Commission. When the time for any regular meeting of the Commission falls on a holiday, such meeting may be held at the discretion of the Commission or Chairperson thereof at the

same hour of the next succeeding day not a holiday or a regular meeting day of the Council or any other board or commission established pursuant to this division. All regular meetings of the Commission shall be held in the Community Services Building, 150 N. Third Street, Burbank, California, unless otherwise provided in the rules and regulations of the Commission. A majority of the members of the Commission shall constitute a quorum for the transaction of business. [Added by Ord. No. 3008; formerly numbered Section 2-56.4; renumbered by Ord. No. 3058]

DEPARTMENTAL SUMMARY OF DUTIES AND RESPONSIBILITIES

PARK, RECREATION AND COMMUNITY SERVICES BOARD

Sec. 2-1-410. Park, Recreation and Community Services Board.

A. COMPOSITION OF BOARD: The Park, Recreation and Community Services Board shall consist of five (5) members.

B. LIAISON WITH COUNCIL: The Mayor shall designate a member of the Council to meet with the Park, Recreation, and Community Services Board but such Council member shall not be a member of the board.

C. POWERS AND DUTIES OF THE BOARD: The Park, Recreation and Community Services Board shall have the following powers and duties:

1. To initiate studies, investigations and surveys in the general field of parks and recreation and report its findings and recommendations to the Council.

2. To prepare and recommend, for adoption by the Council, rules and regulations for the use and improvement of the public parks, squares and grounds in the City, including playgrounds, concessions and recreational facilities and programs installed and maintained therein as a park use.

3. To recommend to the Council the acquisition of park sites by the City.

4. To act in an advisory capacity to the Council in all matters pertaining to the parks, squares and grounds of the City, including all matters affecting policy, procedures and operations of all athletic and recreational organizations or groups who receive any part of their financial support in any form from public funds of the City.

5. To approve and fix the schedule of times, dates and places for the use of all City facilities under the jurisdiction of the Park, Recreation, and Community Services Department.

6. To act in an advisory capacity to the Council and recommend the amount of financial support to be contributed by the City for inclusion in the annual budget for all dramatic, musical, or cultural organizations or groups which receive any part of their financial support in any form from the public funds of the City, to make funding decisions and award grants to such groups pursuant to rules and regulations promulgated by the Director of the Park, Recreation and Community Services Department, to approve

contracts to formalize the funding commitment and the responsibilities of such groups, and to approve any changes or amendments to such contracts.

D. MEETINGS: The Park, Recreation and Community Services Board shall hold a regular meeting at least once a month in the City Hall at a time to be designated by the Board. Special meetings may be called by the Chair or three (3) members of the Board. A majority of the members of the Board shall constitute a quorum for the transaction of business. [Formerly numbered Section 2-52; renumbered by Ord. No. 3058, eff. 2/21/87; amended by Ord. No. 3617, eff. 3/22/03; 3472, 3011, 2477, 2187.]

DEPARTMENTAL SUMMARY OF DUTIES AND RESPONSIBILITIES

PLANNING BOARD

Sec. 2-1-411. City Planning Board.

A. ESTABLISHMENT AND COMPOSITION OF BOARD: There is hereby created a City Planning Board consisting of five (5) members.

B. SECRETARY OF THE BOARD: The Community Development Director or his designee shall serve as Secretary to the Board.

C. LIAISON WITH COUNCIL: The Mayor shall designate a member of the Council to meet with the City Planning Board, but such Council member shall not be a member of said Board.

D. POWERS AND DUTIES OF THE BOARD: The City Planning Board shall have and exercise all powers and duties granted to it by any provision or provisions of this code and shall also have and exercise any power and duties accruing to it by Section 215 of the Charter.

E. MEETINGS; QUORUM: The City Planning Board shall hold a regular meeting at least once a month in the City Hall at a time to be designated by the Board. Special meetings may be called by the Chair or three (3) members of the Board. When the time for any regular meeting of the Board falls on a holiday, such meeting may be held at the discretion of the Board or Chair thereof at the same hour of the next succeeding day not a holiday or a regular meeting day of the Council. All regular meetings of the Board shall be held in the Council chamber of the City Hall, 275 East Olive Avenue, Burbank, California. A majority of the members of the Board shall constitute a quorum for the transaction of business. [Formerly numbered Section 2-53; renumbered by Ord. No. 3058; amended by Ord. No. 3472, eff. 10/18/97; 3028]

DEPARTMENTAL SUMMARY OF DUTIES AND RESPONSIBILITIES

POLICE COMMISSION

MISSION STATEMENT:

The Mission of the Police Commission is to ensure on behalf of the City Council that the Burbank Police Department maintains the highest levels of integrity, professionalism, and commitment to the community.

Sec. 2-1-413. Police Commission.

A. COMPOSITION OF COMMISSION: The Police Commission established by Section 705 of the Burbank City Charter shall consist of seven (7) members.

B. MEETINGS: The Police Commission shall meet as follows:

1. At a time and place designated by the Commission.
2. In June at the call of the Chair for the purpose of holding an election as provided in Section 2-1-408 of this code.
3. In September, December and March between the first and fifteenth day thereof at the call of the Chair for the purpose of being briefed by the Chief of Police on matters of interest to the Commission.
4. Otherwise, only at the specific request of the Council.

C. ADDITIONAL PERSONNEL: To assist the Police Commission in the performance of its duties, the Council may provide the Commission with paid personnel. Such personnel need not be included within the Civil Service System. Should the services of any regular City employee be needed, request therefore may be made by the Commission to the City Manager, and he is authorized to assign such personnel, if available.

D. LIAISON REPRESENTATION:

1. The Mayor shall designate a member of the Council to meet with the Police Commission but such Council member shall not be a member of the Commission.
2. The Chief of Police, or in his absence a member of his administrative staff, shall meet with the Police Commission but shall not be a member of the Commission.

E. POWERS AND DUTIES OF THE COMMISSION: The Police Commission shall have the following powers and duties:

1. To initiate studies and surveys in the general field of police science and law enforcement and report its findings and recommendations to the Council;

2. To conduct hearings, investigations, or both, at the request of the Council for the purpose of ascertaining whether additional legislation is needed for the health, safety, peace and welfare of the inhabitants of the City and to make findings and recommendations to the Council;

3. To act in an advisory capacity to the Council on policy matters pertaining to the Police Department of the City;

4. To receive complaints, except those relating to traffic engineering, pertaining to the Police Department and law enforcement in general;

5. To examine books, papers, records and accounts in the Police Department, other than confidential matters under investigation.

F. FALSE STATEMENTS: Any false statement willfully made under oath in any paper filed with the Police Commission, or in any testimony given in any proceedings before the Commission, or in any investigation conducted by or under the jurisdiction of the Commission, shall be punishable as provided by the Penal Code of the State of California. [Formerly numbered Section 2-55; renumbered by Ord. No. 3058, eff. 2/21/87; amended by Ord. No. 3724, eff. 7/30/05; 3472, 2655, 2548, 2359.]

DEPARTMENTAL SUMMARY OF DUTIES AND RESPONSIBILITIES

BURBANK WATER AND POWER BOARD

MISSION STATEMENT:

We are committed to provide water, electric, and related services to meet our customer's needs, while enhancing our value to the Community.

Sec. 2-1-418. Burbank Water and Power Board.

A. ESTABLISHMENT AND COMPOSITION OF THE BOARD: There is hereby created a Burbank Water and Power Board consisting of seven (7) members.

B. SECRETARY OF THE BOARD: The General Manager of the Burbank Water and Power shall serve as Secretary to the Board. The Secretary to the Board shall not be a member of the Board nor vote on any matters coming before it, but the Secretary may be present during the Board's deliberations and may participate in all debates and discussions.

C. POWERS AND DUTIES OF THE BOARD: The Burbank Water and Power Board shall have the following powers and duties:

1. To review and make recommendations on all capital improvements which require Council approval;
2. To review and make recommendations on purchased power agreements with terms of more than two (2) years;
3. To review and make recommendations regarding the Burbank Water and Power's annual budget;
4. To review and make recommendations regarding electric and water rates;
5. To approve all contract awards for goods, services and public work construction projects which are provided for in the Burbank Water and Power's annual budget; and
6. To perform such advisory functions as are delegated to it by the provisions of this code or other action of the Council or the General Manager of the Burbank Water and Power.

D. MEETING QUORUM: The Burbank Water and Power Board shall hold a regular meeting at least once a month in the Council chambers of City Hall at a time to be designated by the board. Special meetings may be

called by the Chair or four (4) members of the Board. When the time for any regular meeting of the Board falls on the holiday, such meeting may be held at the discretion of the Board or the Chair at the same hour of the next succeeding day not a holiday or a regular meeting day of the Council or any board or commission established by this division. A majority of the members of the board shall constitute a quorum for the transaction of business. [Formerly numbered Section 2-56.5; amended by Ord. No. 3566, eff. 12/16/00; 3498; 3472, 3451, 3394, 3071, 3058, 3009.]

DEPARTMENTAL SUMMARY OF DUTIES AND RESPONSIBILITIES

SENIOR CITIZEN BOARD

Sec. 2-1-415. Senior Citizen Board.

A. ESTABLISHMENT AND COMPOSITION OF BOARD: There is hereby created a Senior Citizen Board consisting of seven (7) members, all of whom shall be senior citizens.

B. LIAISON WITH COUNCIL: The Mayor shall designate a member of the Council to meet with the Senior Citizen Board for liaison purposes only.

C. LIAISON WITH CITY MANAGER: The City Manager shall designate a representative to serve as administration liaison with the Board. He shall serve as a resource person at all Board meetings, arrange for any necessary contacts between the Board and City departments, facilitate administrative action on Board requests, and keep the City Manager informed of Board proceedings; provided, however, that the Board shall obtain Council approval before requesting administrative assistance requiring any significant amount of research.

D. APPLICANTS: Senior citizens who wish to be considered for appointment to the Board may apply by filing an application with the Mayor at his office in the City Hall. Application forms may be obtained from the Mayor's office.

E. EVALUATION COMMITTEE: An Evaluation Committee appointed by the Council and consisting of senior or interested citizens familiar with the senior citizen population and its concerns shall interview the applicants and report its findings and recommendations to the Mayor with copies for each member of the Council.

F. POWERS AND DUTIES: The Senior Citizen Board shall have the following powers and duties:

1. To engage in consultation and study with local groups on the needs of the aged and evaluate all available resources.
2. To collect and study factual information relative to all aspects of aging.

3. To serve as a liaison between local organizations and governmental agencies which work with the aged and have an interest in aging adults.

4. To advise in community planning regarding the expansion of existing facilities and development of new facility services, as required.

5. To become aware of problems as they arise and recommend plans for action.

6. To inform local and state organizations of the needs and resources of older people.

7. To serve as a medium through which organizations may exchange information, coordinate programs and engage in joint endeavors.

8. To become familiar with developments in other communities on County, State and Federal programs.

G. REPORTS: The Chair of the Board shall provide the Council with minutes of the Board meetings and copies of studies and resolutions to be considered by the Board. [Added by Ord. No. 2402; formerly numbered Section 2-56.2; renumbered by Ord. No. 3058; amended by Ord. No. 3472, eff. 10/18/97; 3123, 3118, 2751, 2508.]

DEPARTMENTAL SUMMARY OF DUTIES AND RESPONSIBILITIES

TRAFFIC COMMISSION

Sec. 2-1-421. Traffic Commission.

A. ESTABLISHMENT AND COMPOSITION OF THE COMMISSION:

There is hereby created a Traffic Commission consisting of nine (9) members, each of whom shall serve a four-year term as provided in section 2-1-401 of this code. When appointing persons to the Commission, the Council should consider business and education diversity and familiarity with different types of transportation, including personal vehicle, mass transit, walking, and bicycling. References elsewhere in this code to the Traffic and Transportation Committee shall be deemed to refer to the Traffic Commission.

B. SECRETARY TO THE COMMISSION: The Assistant Public Works Director-Traffic or his or her designee shall serve as Secretary to the Commission. The Secretary to the Commission shall not be a member of the Commission or vote on any matters coming before it, but such Secretary may be present during the Commission's deliberations and may participate in all debates and discussions.

C. INTENTIONALLY RESERVED:

D. POWERS AND DUTIES OF COMMISSION: The Traffic Commission shall have the following powers and duties:

1. To suggest the most practicable means of coordinating the activities of all officers and agencies of the City having authority with respect to the administration or enforcement of traffic regulations.

2. To stimulate and assist in the preparation and publication of transportation and traffic reports.

3. To receive complaints having to do with traffic matters.

4. To study and recommend to the City Manager ways and means for improving transportation and traffic conditions and the administration and enforcement of traffic regulations and perform such other duties as the Council may prescribe.

5. Resolve duplications, confusions, and uncertainties arising from, and giving advice on, the naming of streets, roads, and highways in the City.

E. MEETINGS; QUORUM: The Traffic Commission shall provide for regular monthly meetings on a day and at a time to be designated by the

Commission. Special meetings may be called by the chair or a majority of the members of the Commission when there is sufficient business warranting that the Commission convene. When the time for any regular meeting of the Commission falls on a holiday, such meeting shall be held at the same hour of the next succeeding business day not in conflict with a regular meeting date of the Council or another board or commission established by this division. All regular meetings of the Commission shall be held in the Council chamber of the City Hall, 275 East Olive Avenue, Burbank, California, unless the Commission provides otherwise. A majority of the members of the Commission shall constitute a quorum for the transaction of business. [Formerly numbered Section 2-57. Amended by Ord. No. 3814, eff. 7/22/11; 3755, 3674, 3472, 3117, 3068, 3058, 2680, 2253.]

DEPARTMENTAL SUMMARY OF DUTIES AND RESPONSIBILITIES

TRANSPORTATION COMMISSION

Sec. 2-1-419. Transportation Commission.

A. ESTABLISHMENT AND COMPOSITION OF THE COMMISSION:

There is hereby created a Transportation Commission consisting of seven (7) members. The Council shall give consideration to appointing persons affiliated with the following groups: small businesses, large businesses, transportation technology research and development organizations, homeowners, the Burbank-Glendale-Pasadena Airport Authority, transportation management organizations or associations, and other special needs groups such as senior citizens, persons with disabilities and bicyclists.

B. SECRETARY OF THE COMMISSION: The Community Development Director shall serve as Secretary to the Commission. The Secretary to the Commission shall not be a member of the Commission or vote on any matters coming before it, but such Secretary may be present during the Commission's deliberations and may participate in all debates and discussions.

C. POWERS AND DUTIES OF THE COMMISSION: The Transportation Commission shall have the following powers and duties:

1. To make recommendations to the City Council on transportation planning issues including, but not limited to, the transportation element of the General Plan and its components.

2. To make recommendations on the expenditure of Proposition A funds, Proposition C funds, air quality funds and bonds, fees, loans and grants for the purpose of funding transportation improvements.

3. To make recommendations on transportation plans, policies and programs, including, but not limited to, pedestrian orientation, telecommuting, intermodal transportation centers and new technologies.

4. To perform such advisory functions as are delegated to it by the provisions of this code or other action of the Council.

D. MEETING; QUORUM: The Transportation Commission shall hold a regular meeting at least once a month in the City Hall at a time to be designated by the Commission. Special meetings may be called by the chair or four (4) members of the Commission. When the time for any regular meeting of the Commission falls on a holiday, such meeting may be held at the discretion of the Commission or chair thereof at the same hour of the next succeeding day not a holiday or a regular meeting day of the Council or any other board or commission established pursuant to this division. All regular meetings of the Commission shall be held in the Community Services Building, 150 N. Third Street, Burbank, California unless otherwise provided in the rules and regulations of the Commission. A majority of the members of the Commission shall constitute a quorum for the transaction of business. [Added by Ord. No. 3025; formerly numbered Section 2-56.6; amended by Ord. No. 3350; eff. 8/7/93; 3058.]

DEPARTMENTAL SUMMARY OF DUTIES AND RESPONSIBILITIES

MAGNOLIA PARK PROPERTY-BASED BUSINESS IMPROVEMENT DISTRICT BOARD

The Magnolia Park Property-Based Business Improvement District Board was established by City Council Resolution No. 27,259, adopted on June 20, 2006. The District is located along Magnolia Boulevard and Hollywood Way, bounded by Chandler Boulevard to the north, Clark Avenue to the south, the City limits to the west, and Buena Vista Street to the east. This Board was established to carry out the Magnolia Park Management District Plan programs and improvements which include a parking program, increased maintenance services, promotions, advertising, events, business recruitment and advocacy to promote business interests.

It is comprised of 11 members representing six property owners, one business owner and two residents in the Magnolia Park area, as well as two representatives from the City. The board meets every 2nd Thursday at 9:15 a.m. at the Burbank Community Federal Credit Union, 3000 W. Magnolia Blvd.

DEPARTMENTAL SUMMARY OF DUTIES AND RESPONSIBILITIES

MAGNOLIA PARK COMMUNITY ADVISORY COMMITTEE

The Magnolia Park Community Advisory Committee was established on June 29, 1993 by the Council. The 12-member Committee was originally created to provide merchant and residential representation on a strategy to revitalize the Magnolia Park business area, and to develop a neighborhood protection plan for the surrounding residential area. As part of the City's efforts to revitalize the Magnolia Park area, the Committee offers a voice to residents and merchants to help ensure vitality among the merchants, while remaining sensitive to quality-of-life issues for the residential community. On January 6, 2004 the Council directed that the Advisory Committee be increased to 15 members with inclusion and membership at the discretion of the Community Development Director.

The Committee meets on the 3rd Thursday of each month at 6:30 p.m. in the Community Services Building, 2nd Floor, Room # 101, 150 N. Third Street.

DEPARTMENTAL SUMMARY OF DUTIES AND RESPONSIBILITIES

GREATER LOS ANGELES VECTOR CONTROL

The Greater Los Angeles Vector Control District, initially known as the Southeast Mosquito Abatement District was established in 1952. The District provides vector (insect) control services throughout its service area which includes 35 cities and certain portions of the unincorporated areas of Los Angeles County. The cities located in the District are Artesia, Bell, Bellflower, Bell Gardens, Burbank, Carson, Cerritos, Commerce, Cudahy, Diamond Bar, Downey, Gardena, Glendale, Hawaiian Gardens, Huntington Park, La Habra Heights, Lakewood, La Mirada, Long Beach, Los Angeles City, Los Angeles Co., Lynwood, Maywood, Montebello, Norwalk, Paramount, Pico Rivera, San Fernando, San Marino, Santa Clarita, Santa Fe Springs, Signal Hill, South El Monte, South Gate and Whittier.

Each city within the boundaries, as well as the Los Angeles County, may have representation on the Board. The Council appoints the City's representative to the District for a four-year term. Trustees are required to attend monthly meetings every first Thursday of the month at 7:00 p.m. at the District's headquarters in Santa Fe Springs, California.

DEPARTMENTAL SUMMARY OF DUTIES AND RESPONSIBILITIES

METROPOLITAN WATER DISTRICT

The Metropolitan Water District of Southern California (MWD) is a consortium of 26 member agencies that provides drinking water to approximately 18 million people in Los Angeles, Orange, San Diego, Riverside, San Bernardino and Ventura counties. It is governed by a Board of Directors comprised of 37 members. Each member agency is entitled to at least one director; additional directors are based on the assessed valuation for district purposes. As a member agency, the City of Burbank appoints one director. The Board establishes and administers policies for MWD. The Board meets every second Tuesday of the month in the District's Headquarters in Los Angeles.

DEPARTMENTAL SUMMARY OF DUTIES AND RESPONSIBILITIES

SANTA MONICA MOUNTAINS CONSERVANCY ADVISORY COMMITTEE

The Committee was established by California Statute in the Public Resources Code Section 33213 and SB 333 which provided additional membership including the cities of Burbank, Pasadena, La Canada-Flintridge, Malibu and Calabasas. The Committee proposes and reviews projects for Conservancy action, reports to the Conservancy regarding the Conformity of projects with the Comprehensive Plan and reviews proposed amendments to the Plan. This committee consists of 26 members. One each appointed by the Mayor of the City of Los Angeles, the Board of Supervisors of the County of Los Angeles and County of Ventura; two each by the Governor, the Senate Committee on Rules, the Speaker of Assembly; one each by Rancho Simi Recreation and Park District Board of Directors, Conejo Recreation and Park District, Pleasant Valley Recreation and Park District; and, one each by the City Councils of the cities of Thousand Oaks, Agoura Hills, Westlake Village, Malibu, Calabasas, Burbank, Pasadena, La Canada-Flintridge, Moorpark, Glendale, Santa Clarita, Sierra Madre, South Pasadena, County of Los Angeles and Unincorporated Communities with Jurisdiction of the Eastern Rim of the Valley Trial Corridor. The Committee meets once a month in the evenings at various locations throughout the County. The City of Burbank appoints one representative to this Committee.

DEPARTMENTAL SUMMARY OF DUTIES AND RESPONSIBILITIES

SUSTAINABLE BURBANK COMMISSION

The Sustainable Burbank Task Force was established by Resolution No. 27,796 on October 14, 2008. On August 23, 2011 Council approved Resolution No.28,392, renaming the Sustainable Burbank Task Force to the Sustainable Burbank Commission. The Commission is intended to advise and make recommendations to the City Council on matters related to the implementation of the City of Burbank Sustainability Action Plan. The Commission also helps engage the community by participating in various public education, outreach and promotional activities related to environmental sustainability. Nine members are appointed by Council from the following: six residents; one from the business community at large who is engaged in environmental issues; one from the real estate or development industry; and, one from the faith-based or non-profit community. Additional non-voting representatives are as follows: one member from the Board of the Chamber of Commerce; one member from the Youth Board; one member from the Planning Board; one member from the Burbank Water and Power Board; the Superintendent of the Burbank Unified School District or his or her designee; and, the Executive Director of the Burbank-Glendale-Pasadena Airport Authority or his or her designee.

TERMS.

Council appointees shall be appointed for a four (4) year term (staggered for first four years).

The Commission shall have the constituted offices of Chairperson and Vice Chairperson. The Commission was directed to elect officers at its first meeting, and annually at the first meeting of each calendar year thereafter.

Chairperson – The Chairperson shall maintain the general supervision, direction and control of the business and meetings of the Sustainable Burbank Commission. The Chairperson shall preside at all meetings of the Commission, and shall have the power to appoint subcommittees of the Commission and subcommittee Chairpersons as necessary, and shall receive reports of the subcommittee's activities.

Vice Chairperson – The Vice Chairperson shall act in the absence of the Chairperson, perform all the duties of the Chairperson, and in so acting, shall have all the powers of the Chairperson.

DUTIES.

The Sustainable Burbank Commission shall have the duties to:

- Act in an advisory capacity to the City Council in establishing policy on all matters.
- Engage the participation of the community.
- Provide community support for advancing policy initiatives and programs.
- Advise the City Council in the maximizing and leveraging efficient use of resources in the community.
- Advise the City Council in the review of proposals, programs, practices, and goals.

MEETINGS.

The Sustainable Burbank Commission shall meet on the third Monday of each month at 4:30 p.m. in the Police/Fire Facility Community Room. Additional noticed meetings may be scheduled as necessary. All meetings shall be open to the public. Regular minutes of each meeting shall be maintained by the Public Works Department. Agendas of the Commission shall be posted as required by the laws of the State of California.

MEETING QUORUM.

A majority of the members of the Sustainable Burbank Commission shall constitute a quorum.

COMPENSATION AND EXPENSES.

Each member of the Sustainable Burbank Commission shall serve in a voluntary capacity and receive no compensation for such services; however, members may be allowed reasonable travel and other expenses actually incurred upon prior approval of the Commission and the Public Works Department Director, as provided for in the City's annual budget.

DEPARTMENTAL SUMMARY OF DUTIES AND RESPONSIBILITIES

BURBANK CULTURAL ARTS COMMISSION

The Burbank Cultural Arts Commission was established by Council Resolution No. 28,203, on August 31, 2010, to serve as an advisory body to the City Council on matters related to the arts community. The Commission shall make policy and funding recommendations on matters related to the implementation of the City's Cultural Arts Plan, help engage the community by participating in various public education, outreach, and promotional activities related to cultural arts and other duties as requested by the Council. The Cultural Arts Commission shall consist of nine (9) members appointed for a four (4) year term (staggered for the first four years), who will have voting rights based on their connection or association with Burbank's vibrant arts community. The composition of the Commission is comprised of one (1) member from the business community at-large who is engaged in the arts and eight (8) members who have experience in a variety of art background such that the committee represents a diversity of art disciplines such as: arts education; art in public places; dance; live theatre; film, studio and recording industry; media affiliated resources; music; and visual arts. Two (2) City Council members will serve as non-voting liaisons to the Commission.

DUTIES:

The Cultural Arts Commission shall have the duties to:

- Act in an advisory capacity to the City Council in establishing policy on all matters relevant to the implementation of the Burbank Cultural Arts Commission.
- Engage the participation of the community.
- Provide community support for advancing policy initiatives and programs.
- Advise the City Council in the maximizing and leveraging efficient use of resources in the community.
- Advise the City Council in the review of proposals, programs, practices, and goals.
- Other duties as requested by the Council.

MEETINGS:

The Commission meets every 2nd Wednesday of each month at 9:00 a.m. in Room 104 in the Community Services Building located at 150 North Third Street. A majority of the members of the Commission shall constitute a quorum. All meetings shall be open to the public. Minutes of each meeting

shall be maintained by the Park, Recreation and Community Services Department.

COMPENSATION AND EXPENSES:

Each member of the Commission shall serve in a voluntary capacity and receive no compensation for such services; however, members may be allowed reasonable travel and other expenses actually incurred upon prior approval of the Commission and the Park, Recreation and Community Services Department Director, as provided for in the City's annual budget.



**BURBANK CITY CLERK'S OFFICE
275 EAST OLIVE AVENUE
BURBANK, CA 91502
(818) 238-5851**

